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Maintenance



MUNITIONS CUSTOMER SUPPORT GUIDE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements *AFPD 21-2, Non-nuclear Munitions*, and complies with requirements contained in *AFI 21-201, Management and Maintenance of Non-Nuclear Munitions*. This instruction details proper procedures for accountability, issue, turn-in, inventory, account validation, control, forecasting of munitions, and procedures for commercial off-the-shelf munitions. It applies to organizations or activities assigned or attached to Travis AFB having a valid requirement and proper authority to maintain or expend munitions that are supported by Stock Record Account Number FV4427. Organizational commanders, certifying officials, and account custodians will comply with the procedures outlined in this instruction.

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1. Commander Responsibilities.

- 1.1. Organizational commanders assume full responsibility for munitions items received by their organization. This responsibility includes maintaining auditable records of receipts, expenditures, turn-ins, as well as providing adequate storage (if authorized), proper security, and custodial control.
- 1.2. Appoint at least one certifying official, and a minimum of two munitions custodians, (one primary and at least one alternate), to manage munitions issued to the unit's organizational account.
- 1.3. Ensure those appointed certifying and custodian duties comply with procedures and requirements contained within this instruction.
- 1.4. Ensures all actions are accomplished for relief of accountability, *prior* to primary munitions custodian departing PCS/PCA/Separation.
- 1.5. Assumes custodial responsibilities in the event the primary custodian is unavailable due to PCS/PCA, separation, retirement, or is no longer assigned to the unit.

2. Establishment of A Munitions Account.

NOTE: Units that have a requirement to use or handle explosives in the performance of their duties will have a "unit explosive safety representative" appointed in writing by the unit commander. The appointment letter will be forwarded to 60 AMW/SEW for active duty units, and 349 AMW/SEW for reserve units. Personnel appointed as unit explosive safety representatives will receive initial training from their respective wing weapons safety office and will be responsible to insure all members handling explosives within their unit are properly trained, and that explosive safety training is documented.

- 2.1. Prior to the release of any munitions items to an organization, a munitions custody account will be established and valid allocation received from HQ AMC Munitions Functional Manager. The following actions are required to establish a munitions account:
 - 2.1.1. The organizational commander will request, in writing, the assignment of an organizational account code from the Munitions Accountable Systems Officer, (MASO). This is accomplished by completing and submitting an AF Form 68, **Munitions Authorization Record**, to the MASO. Sufficient information about the requirement must be included for the MASO to validate the initial request.
 - 2.1.2. AF Form 68, (see [Attachment 2](#)), and AF Form 2005, **Issue/Turn-in Request**, must be prepared and submitted for initial establishment of an organizational account. Personnel listed on part II of AF Form 68 must be NCO equivalent or higher. Although part II of the AF Form 68 may state "all personnel are in the position of section chief or higher," commanders will only delegate authority to certify issue and expenditures documents to noncommissioned officers or higher (or equivalent). Primary and alternate custodians will receive a munitions custody account briefing and sign a memorandum of acknowledgment. A signature on the memorandum certifies they are knowledgeable of the requirements for operation of a munitions account. *Failure to properly maintain munitions account may result in denial of authority to obtain or retain munitions.*
 - 2.1.3. If the request is approved, the MASO or designated representative will brief the commander, certifying officials, and custodians on their responsibilities for maintaining the account.

3. Custody Account Procedures.

3.1. Munitions are issued to organizations using custody account procedures. Munitions include those required for base defense, security, alert or mobility, classroom training, installation in survival kits, and others deemed appropriate by the MASO or higher authority. Facilities used for storage of munitions must be properly licensed and cited for explosives and meet all security requirements.

3.2. Within 30 days of appointment, the MASO or designated representative will train and brief commanders, custodians, and certifying officials on their responsibilities for maintaining accountability and control of munitions issued to their custody account. Subsequent commanders and custodians will be briefed as changes occur. These briefings will be documented and a copy provided to the primary custodian.

3.3. Each established munitions account will have a jacket file (custody account folder) kept by the account custodian and Munitions Operations. This jacket file is required to maintain documentation and accountable records. As a minimum, the MASO and munitions account custodians must keep the following in their jacket files in the format provided below:

3.3.1. **Tab-1:** Copy of current AF Form 68.

3.3.2. **Tab-2:** Documented training and briefings.

3.3.3. **Tab-3:** Latest reconciled Annual MASO and Quarterly Custodian Inventory.

3.3.4. **Tab-4:** Approved Allocation Document (s), including any increases/decreases and AF Forms 1996, **Adjusted Stock Levels**, for approved special levels.

3.3.5. **Tab-5:** Current Munitions Forecast to include any applicable AFTO Forms 223, **Time Change Requirements Forecast**.

3.3.6. **Tab-6:** Copies of all transaction documents since the last reconciled inventory.

3.3.7. **Tab-7:** Expenditure Log.

3.3.8. **Tab-8:** Miscellaneous documents and remarks log.

3.3.9. **Tab-9:** A copy of the Courtesy Storage Agreement Letter (if applicable)).

3.3.10. **Tab-10:** A copy of the Explosive Safety License.

3.4. Custodians will keep copies of issue, expenditures, and turn-in documents in their file until the next Quarterly Custodian Inventory, and any supporting documentation to include memorandums of authorization, instruction booklets, etc.

3.5. The jacket file will be reviewed annually during the MASO custody account inventory/inspection.

3.6. Munitions custody accounts must be inventoried quarterly by the primary or alternate custodian. However, the MASO may direct that accounts be inventoried and inspected more frequently if there is evidence that the account is not properly managed. Munitions Operations will provide required listings for accomplishment of this inventory. The inventory must be returned NLT 10 duty days after receipt and validated against Munitions Operations records. The custodian and commander will sign the Combat Ammunitions System (CAS) produced version of Munitions Custody Account Listing. The original will be filed at Munitions Operations and the other in the custodian's jacket file.

3.7. The MASO or designated representative will conduct an inventory or inspection with the custodian annually. This visit may be conducted concurrent to the custodian's "quarterly" inventory.

- 3.7.1. The results of the visit will be documented and provided to the commander. A copy will be filed in the custodian's jacket file until the next annual inspection.
- 3.7.2. Changes to the primary custodian should be made at least 60 but not later than 45 days prior to his/her departure from Travis. A change of the primary custodian requires a 100 percent physical inventory of all assets. The losing and gaining custodians will be present to rectify any disparities found during the inventory. Once the gaining custodian is satisfied that all assets are accounted for, both the losing and gaining custodian will sign the Certificate of Transfer, Inventory Inspection Memorandum, and the Special Inventory Count Sheets. The account will then be validated by the MASO or designated representative.
- 3.7.3. If a Primary Custodian PCSs or separates without doing a change of account inventory, the organizational commander will assume responsibility of the account and will be present to conduct the change of account inventory.
- 3.8. The commander or designated representative will certify the AF Form 2005, Munitions Expenditure document. The expenditure document will be prepared according to this instruction (see [Attachment 3](#)) and submitted within 48 hours of actual expenditure of the munitions item.
- 3.9. Custodians are responsible for ensuring the custody listing reflects accurate locations for the assets issued to the account. All location changes will be submitted to the Munitions Storage Section for immediate update in Combat Ammunition System Base (CAS-B). Munitions Operations updates asset location for courtesy stored munitions.
- 3.10. If a custody account is not managed or maintained in accordance with AFI 21-201 and requirements set forth in this instruction, the following procedures will be accomplished:
- 3.10.1. The using organization's commander will be notified in writing and given the opportunity to correct discrepancies.
- 3.10.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account.
- 3.10.3. The MASO will "unfreeze" the account only after identified discrepancies have been corrected or may direct assets to be turned in to base stock until corrective actions have been taken. Once assets are returned to base stock, items will have to be re-issued using custody account issue procedures.
- 3.10.4. If identified discrepancies are not corrected within 30 days after written notification, the unit's group commander or equivalent will be notified through appropriate channels for assistance in reconciling the discrepancies.

4. Obtaining Out-Of-Cycle Authorizations For Custody Account Munitions.

- 4.1. Out-of-cycle munitions requirements or requests are processed according to AFI 21-201 and current Air Mobility Command guidelines. As out-of-cycle requirements and instructions change from year to year, it is imperative that the Munitions Operations be contacted so that current requirements and guidance can be provided. Requesting organizations will coordinate all out-of-cycle requests with the MASO using the AMC Out Of Cycle Request Form. The organizational commander must sign the request. The MASO will examine on-hand balances and allocations to determine if the request can be satisfied locally. Local allocation transfers will be coordinated with applicable units and command functional managers.

4.1.1. If the wing allocation is insufficient, the MASO will annotate on-hand balances on the request, endorse it and return it to the requester. The base-level endorsement for out of cycle requests is the requesting unit's group commander. The requester will forward the request to their command functional manager and provide a courtesy copy to the Munitions Operations Section and HQ AMC Munitions Functional Manager.

4.1.2. Units will be notified of approval/disapproval of out-of-cycle requests by the MASO or designated representative.

4.2. Custodians will review remaining authorizations throughout the year to ensure allocations are not exceeded. Units will be directed to turn in all excess munitions (those on-hand quantities above the fiscal year allocation) by the MASO. This normally will be accomplished during the first 2 months of each fiscal year. Turn-ins will be scheduled based on priority of need as determined by the MASO and munitions custodians will be contacted and directed to turn in all excess assets.

5. Procedures for Custody and Consumption Requests for Munitions.

5.1. Munitions items will not be issued until all documentation has been properly processed.

5.2. Telephone, intercom, and radio requests are not approved methods for ordering munitions items. Requests will be submitted on an AF Form 2005, properly certified in three copies, and prepared in accordance with [Attachment 4](#) , [Attachment 5](#) and [Attachment 6](#) of this instruction. To expedite transaction processing, requests will be hand carried to Munitions Operations; BITC and mail should not be used. **Illegible, incomplete, or improperly prepared documents will be returned to the requester.** Munitions personnel cannot change or correct omissions/mistakes on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. **The certifying official must initial all changes on AF form 2005.** All requests will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Routine requests will be submitted to Munitions Operations 10 calendar days prior to actual date needed. Munitions Issues will be processed on Tuesdays, and if required, Thursdays.

5.2.1. Munitions will be issued in quantity unit pack (QUP) or lite box configuration when possible, to limit creation of non-standard packaging, which creates a possible hazard class conflict as described in T.O. 11A-1-10.

5.2.2. Munitions inspection will inspect and process the issue request and notify the custodian when items are ready for pick-up.

5.2.3. Because of munitions compatibility and operational restrictions at Building 759, maintenance and inspection facility; the requester will ensure assets are picked up as soon as possible after notification, but NLT 1200 the day after notification. Egress and time change items must be picked up no later than 1200 on Friday. Personnel picking up munitions must be authorized and identified in Section III of the AF Form 68.

5.2.4. Munitions not picked up on the date requested or no longer needed will be returned to base stock. If item(s) are no longer needed, the custodian will annotate "organizational refusal" on the issue document and sign for the items. The custodian must then complete turn-in paperwork.

5.3. An "**emergency issue**" is defined as "an unforeseen action that would prevent an aircraft from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue." An emergency issue will never be used in lieu of an unscheduled issue. *Poor planning or man-*

agement does not constitute an emergency. If an emergency issue request is required, a letter endorsed by the unit's group commander will accompany the issue request and will include as a minimum:
Note: Reverse side of AF Form 2005 may be used in lieu of letter:

- 5.3.1. Actual item required.
- 5.3.2. Date and time required.
- 5.3.3. Reason item was not requested in the established time frames of this instruction.
- 5.3.4. Corrective actions taken to preclude recurrences.

5.4. If assets are issued, then turned in, they must first be brought back through Munitions Inspection for inspection of proper packing, markings, etc., before being returned to storage.

5.4.1. When transporting munitions, activities must comply with the requirements of AFMAN 91-201 and TAFBI 91-104. Trained personnel, in properly configured government vehicles (GOV) will transport explosives in accordance with applicable AF instructions. Explosives will not be transported in privately owned vehicles. Vehicles will display the appropriate Department of Transportation (DOT) class placard.

5.4.2. No person will ride on, or in the cargo compartment of a motor vehicle transporting explosives, nor will explosives be transported in the passenger compartment of a vehicle.

5.4.3. Each vehicle will be equipped with two portable fire extinguishers (minimum rating of 2A10 BC) and suitable for the type material being transported. One should be mounted on the outside of the cab and the other inside the cab.

5.4.4. Explosives will be secured in the vehicle using blocking, bracing, or tie down methods to ensure safe transport.

5.4.5. Smoking is not permitted on, in, or within 50 feet of vehicles containing explosives.

5.4.6. When possible, vehicles will be routed to avoid congested areas.

5.5. Lot number and location integrity is the key to a well-managed custodian account. Once assets have been issued to an account, an accurate location must be entered in the Combat Ammunition System Base (CAS-B). Munitions storage personnel will input initial and subsequent location updates of courtesy stored munitions.

6. Turn-in Procedures.

6.1. Organizations must turn-in unserviceable and expended items to Munitions Inspection within 5 duty days. If the 5 day turn-in period is exceeded, the using organization must maintain documentation as to why assets could not be turned in. Documentation will be coordinated through 60 AMW/SEW Weapons Safety and maintained until items are turned in.

6.2. Requests for turn-in of munitions will be accomplished by submitting AF Form 2005 in three copies, to Munitions Operations. Illegible, incomplete, or improperly prepared documents will be returned to the requester. *Munitions personnel cannot change or correct omissions on documents.* The originator will reaccomplish documents or make corrections using a single non-obliterating line. The person turning in the munitions must initial changes to turn-ins.

6.3. Types of turn-ins include:

6.3.1. Turn-in Custody Assets (see [Attachment 7](#)).

6.3.2. Due-In-From-Maintenance (DIFM) asset turn-in (see [Attachment 8](#)).

6.3.3. Expenditure Turn-in (see [Attachment 9](#)).

6.3.4. Found-on-Base (FOB) Turn-in (see [Attachment 10](#)).

6.4. After coordination with Munitions Operations, contact Munitions Inspection to establish a turn-in date and time. Organizations will deliver assets to Munitions Inspection on the date and time scheduled and will ensure transportation procedures are followed.

6.5. The original container and packaging will be used to turn in assets. Items will be segregated and packaged by type and identified by lot number.

6.6. Inspection personnel will perform a physical count of all items. The turn in documents will reflect exact quantity, NSN, and lot number of the items being turned in. The in-checker will sign block "A" of the AF Form 2005 and return the second copy to the custodian as release of accountability.

6.7. Ammunition or explosive items turned in as FOB, must be determined safe by proper authority e.g., Explosive Ordnance Disposal (EOD), must be immediately turned in using FOB turn-in procedures.

6.8. DIFM procedures will be used to control time change issues. Account representatives will ensure AF Form 2005 turn-in paperwork contains the same document number that the item was issued on.

7. Expenditures.

7.1. Expenditures will be submitted on AF Form 2005, properly certified in three copies, and prepared in accordance with [Attachment 3](#) of this instruction. To expedite transaction processing, requests will be hand carried to Munitions Operations; BITC and mail should not be used. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel *will not* change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to expenditures. All expenditures will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Expenditures will be submitted to Munitions Operations within 48 hours from the date of expenditure.

8. Time-change Procedures.

8.1. The Maintenance Group Plans and Scheduling function submits a time-change requirement forecast from the Core Automated Maintenance System (CAMS) to Munitions Operations. T.O. 00-20-9 provides specific guidance. Forward two informational hard copies to the MASO.

8.2. The scheduling function submits a certified issue request using AF Form 2005 (see [Attachment 6](#)) to Munitions Operations for all timechange requirements quarterly. Requests will be submitted based on the following timeline schedule:

<u>Required months</u>	<u>Submit Request To Munitions Operations Not later than</u>
1. January-March	31 Oct
2. April-June	31 Mar

<u>Required months</u>	<u>Submit Request To Munitions Operations Not later than</u>
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3. July-September	30 Jun
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4. October-December	30 Sep
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NOTE: Munitions Operations will maintain the issue document until its release date or cancellation by requester

8.2.1. Plans and Scheduling will notify Munitions Operations, by telephone, to release the item for issue no later than 1000 hrs on Friday, for issue on the following Tuesday.

8.2.2. Plans and Scheduling will notify Munitions Operations of changes to need dates for time-change issues and initiate emergency issue procedures if required.

8.3. For the purpose of this instruction, emergency issues are defined as “an unforeseen action that would prevent an aircraft from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue.”

8.3.1. Requests for items needed within 12 hours will be submitted using AF Form 2005 and be accompanied by an justified emergency issue request letter, signed by the group commander (or equivalent) or designated representative. The approval authority (or equivalent) will forward the issue request to the MASO for processing. Emergency issues will be honored only after written approval from the group commander is received.

8.3.2. The utmost discretion must be employed by squadron schedulers so as not to abuse the “Emergency Issue Guidelines.”

8.4. Cartilage Actuated Device/Propellant Actuated Device (CAD/PAD) stock levels are limited to one load per type aircraft. If additional levels are required, justify on an AF Form 1996, **Adjusted Stock Lends**.

9. Control and Disposition of Munitions Scrap and Residue.

9.1. Organizational commanders will:

9.1.1. Ensure accountability procedures are in place to prevent the unauthorized use and possible theft or loss of munitions items.

9.1.2. Establish procedures for the collection and control of munitions scrap and residue generated by their organization.

9.1.3. Ensure personnel are aware of their individual responsibilities for the control and turn-in of munitions scrap/ residue and packaging.

WARNING: Munitions scrap and residue will be treated as "Live" until properly certified as explosive/residue free by a certified Munitions Inspector.

9.2. Account custodian(s) or representative will:

9.2.1. Insure that all scrap, residue, brass, and packaging is accounted for and controlled. All munitions residue and packaging will be turned-in to the Munitions Section within five (5) duty days.

9.2.2. Coordinate with Munitions Inspection for the turn-in of scrap and residual material.

10. Suspended or Restricted Munitions.

10.1. Munitions Inspection personnel will review safety supplements to T.O. 11A-1-1 immediately upon receipt. They will determine if units supported by Stock Record Number Account FV4427 are using/issued suspended or restricted assets. Inspection will deliver a copy of the suspension or restriction to Munitions Operations.

10.2. Munitions Operations will contact, as applicable, present users/owners of suspended or restricted assets to ensure appropriate actions are taken. This notification will be made by the quickest possible method. In addition, Munitions Operations will send a memorandum to each affected unit commander formally notifying them of the suspension or restriction and any further action needed

10.3. Activities required to transport munitions must comply with AFMAN 91-201 and DOT requirements.

11. Courtesy Storage Procedures are established for units that do not have the capability or facilities to store explosive items issued to their custody account. While all opportunities will be afforded to unit's requesting courtesy storage, they must keep in mind that this is not a right and approval will be based on the availability of storage space. Additionally, unit's requesting courtesy storage within the Munitions Storage Area (MSA) must fully understand requirements and responsibilities for storage and complete the courtesy storage agreement request letter contained in [Attachment 12](#) of the instruction. Units will be authorized to withdraw munitions in courtesy storage during normal duty hours only, except on a contingency basis (i.e., mobility deployment) unless previous arrangements have been made with the Munitions Flight.

11.1. The owning unit will:

11.1.1. Initiate the courtesy storage agreement letter (see [Attachment 12](#)).

11.1.2. Be responsible and accountable for all assets issued to the unit's custody account.

11.1.3. Be readily available, when requested by Munitions Operations, for account management processes.

11.1.4. Comply with safety requirements when transporting explosives to/from the MSA.

11.1.5. Notify the Munitions Storage Section when access is required to courtesy stored munitions. This notification will be made as early as possible but not later than four (4) duty days prior to date of pick-up.

11.1.6. Revalidate this agreement annually or whenever authorization changes occur.

11.2. The Munitions Flight will:

11.2.1. Provide safe and secure storage for custody issued munitions.

11.2.2. Escort custodians to courtesy stored munitions.

11.2.3. Release munitions only to individuals identified in part III of the AF Form 68.

11.2.4. Notify the primary munitions custodian should any changes occur or to correct any storage discrepancies.

11.2.5. The Munitions Storage Section is responsible for implementing and managing the munitions courtesy storage program and will assist using organizations when requesting storage within the MSA.

12. Control of Classified Material.

12.1. Classified property will not be released to unauthorized individuals. Organizations requiring classified munitions items will identify those individuals requiring authorization in Part III of the AF Form 68.

12.2. The authority to receive classified munitions will be revalidated semiannually. Munitions Operations will exchange memorandums with Travel Management Office (TMO) and EOD identifying individuals authorized to receive classified munitions.

13. Theft, Suspected Theft, or Loss of Munitions.

13.1. Immediately notify the MASO and appropriate authorities whenever theft, suspected theft, loss, or deliberate destruction of munitions occurs or is suspected to have occurred. This policy applies to all ammunition or explosive items whether in transit, in storage, or issued to an organization for custody or consumption.

14. Commercial Off The Shelf (COTS) Munitions.

NOTE: If a COTS item is stock-listed or has a suitable like item that is stock-listed, an Out-Of-Cycle Request (OOCR) must be submitted prior to attempting a COTS purchase. If the OOCR request is disapproved, it will be attached to the COTS request package.

14.1. COTS Munitions (formerly referred to as "Local Purchase Munitions") will not be purchased prior to completing the procedures for approval outlined in this instruction and AFI 21-201. The COTS program objective is to protect the safety and health of Air Force personnel and maintain accountability of dangerous items while supporting operational requirements.

14.1.1. The intent of authorizing COTS munitions purchases is to meet unique, non-recurring, short-term (less than one (1) year) requirements.

14.1.2. Munitions required for long-term needs or commitments should be identified to the applicable Air Staff agency and may be authorized for COTS purchase while awaiting full program development, provided the approval procedures of AFI 21-201 are completed.

14.1.3. COTS munitions will not be stockpiled in large quantities (more than a 90-day requirement) on Travis AFB unless specific guidance is provided by HQ AMC.

14.1.4. Certification of all COTS munitions purchase request data packages will be reviewed by Ogden Air Logistics Center/WMOI for completeness to provide the Non-Nuclear Munitions Safety Board (NNMSB) with sufficient information to certify COTS munitions for Air Force use. If additional data is required, NNMSB member(s) will coordinate through OO-ALC/WMOI to the requesting unit.

14.2. Installation/Wing Approval Procedures.

14.2.1. To purchase COTS explosives and munitions, the requesting unit will coordinate a package, using an AF Form 1768, **Staff Summary Sheet**, through the installation Munitions, Environ-

mental, Safety, EOD, Transportation, and Legal agencies for group and installation commander approval. Refer to AFI 21-201, Figure 32.1 for routing procedures.

14.2.2. The AF Form 1768 will include information identified for IHC and the following:

14.2.3. Quantity Requested.

14.2.4. Price.

14.2.5. For small arms ammunition: Muzzle velocity; chamber pressure; type of primer, propellant and projectile; projectile weight and size (9mm, 12 GA, etc).

14.2.6. Manufacturer's procedures for storage and handling.

14.2.7. Manufacturer's demilitarization and disposition instructions.

14.2.8. Complete justification and intended use statement (why current DoD or AF stock-listed items don't meet requirements and purpose).

14.2.9. Authorizing directive (AFI, message, letter, etc).

14.3. Once the COTS data package is established it must first be approved by the MASO. The MASO will approve the package for further coordination *if* the following conditions are met:

14.3.1. Requester has or will establish a custody account.

14.3.2. The item is not AF stock-listed.

14.3.3. An allocation does not exist for a suitable like item that is AF stock-listed.

14.3.4. An OOCR has been disapproved (for stock-listed items).

14.4. **60 CE Environmental Flight**, or local equivalent, will review COTS munitions MSDS and intended operational use to determine if item(s) contain compounds or materials deemed hazardous to personnel or the environment. Approval will include personnel protective measures and compensatory guidance on residue cleanup, processing and disposition, if environmental hazards exist.

14.5. **Weapons Safety Officer**, or local equivalent, will approve operating instructions and perform an initial and annual survey of locations and conditions under which COTS munitions are used, stored, maintained, and disposed of IAW: AFMAN 91-201; AFI 91-202, *The US Air Force Mishap Prevention Program*; AFI 91-205 and T.O. 11A-1-47; T.O. 11A-1-60. In lieu of T.O. 11A-1-60 processing, COTS munitions disapproved for munitions systems management will require locally contracted disposition or disposition procedures included in purchase agreement.

14.6. **EOD** will ensure COTS munitions malfunctions can be safely cleared and processed and that adequate emergency notification and response procedures are included as part of the approved package sent to requesting unit's MAJCOM.

14.7. **TMO**, or local equivalent, will ensure requested COTS munitions can be shipped to and from the installation via commercial and/or military carriers IAW T.O. 11A-1-47.

14.8. **Legal Office** will review the package for legal sufficiency to ensure COTS munitions procedures are authorized by state, federal, and international laws, or Status of Forces Agreements (SOFA) based on the location where purchase will occur and points of intended use.

14.9. **Group Commander** of requesting unit will review package and approve or disapprove based on requirement justification and package completeness.

14.10. **Installation Commander** will be briefed by the using organizational/group commander on the “cradle-to-grave” responsibilities if requested COTS munitions are not approved for munitions system management. After receiving this briefing and ensuring COTS munitions are fully justified and package is complete, the installation commander will sign AF Form 1768 and approve or disapprove the package for submission to HQ AMC.

14.11. **MAJCOM** coordination and approval process begins with the unit's AMC Functional Manager who will coordinate the COTS package using an AF Form 1768, through AMC Environmental Management, Weapons Safety, EOD, Transportation, and Legal Offices for final MAJCOM approval by the AMC Munitions Functional Manager prior to submission to OO-ALC/WM.

14.12. **COTS Munitions Program Manager (CMPM)**. COTS items approved for munitions system management by the CMPM will be picked-up on accountable records.

14.13. If purchased locally, and approved for munitions systems management, items will be turned over to the MASO prior to being issued and placed in use.

14.14. If ordered from a vender/contractor, units will ensure the delivery destination is to the base munitions activity (FV account).

14.15. Operating Instructions. Units requiring COTS munitions will develop written operating instructions. Instructions for accountability, storage, handling, training, emergency procedures, and disposition of malfunctions (Duds), residue, and excesses will be included.

14.16. Safety instructions IAW AFMAN 91-201 will be established. Instructions will be approved through installation senior munitions manager, environmental, EOD, and weapons safety managers prior to purchasing the munitions.

15. After Hours Support.

15.1. Units and organizations requiring support after normal duty hours will contact the 60 EMS Maintenance Echo 3. 60 EMS Maintenance Echo 3 will contact munitions standby personnel.

15.2. The Munitions Flight maintains a 24-hour response capability using a prearranged schedule of standby personnel.

16. Closing a Munitions Account.

16.1. The organizational commander will close the account in writing. The request will contain as a minimum the reason for closure and the effective date. A date will be established with Munitions Inspection and Operations Sections to turn-in all items on this custody account.

16.2. When all items are turned in and processed in CAS-B, the account will be closed, and quantities validated against all accountable records. Until this process is accomplished, the primary custodian and commander are still responsible for the maintenance of this account.

16.3. When all actions have been completed, an account closure letter will be processed, signed, and forwarded to the unit commander by the MASO.

17. Records Management.

17.1. Maintain and dispose of records according to AFMAN 37-123, and AFMAN 37-139, *Records Disposition Schedule*.

18. Munitions Shelf and Service Life Requirements.

18.1. Certain munitions/explosive items have an assigned shelf and service life, which limits the amount of time an item can remain in service. It is the responsibility of the Munitions Custodian to monitor the service life of items issued to his/her munitions account. The service/shelf life of a munitions item is identified in the specific item tech order. Shelf life of a munitions item starts from the date of manufacture while start and length of service life is dependent of the type of munitions, packaging, and the specific item technical order.

19. Maintaining Original Packaging.

19.1. Munitions Custodians are responsible to maintain munitions in the original packaging that was issued to them. These containers are specifically built, tested, and certified for the type of munitions they contain and therefore must be preserved. *Munitions custodians are also required to turn in any and all empty munitions containers after use or expenditure.* All empty munitions containers must be certified by a qualified munitions inspector prior to disposition.

20. Security and Handling.

20.1. Munitions or explosives will never be handled roughly or by any individual not trained on the specific task being performed. Security of munitions items will be maintained at all times and will be under constant surveillance when not stored in an approved explosive storage facility.

21. Transportation.

21.1. Transportation requirements for explosives, firearms, and hazardous materials for Travis AFB are prescribed in TAFBI 91-104.

22. Definition of Terms Used.

22.1. **Accountability:** The obligation imposed on a person by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation may or may not have actual possession of the property. Accountability is concerned primarily with records, while responsibility is concerned with custody, care, and safekeeping. Accountability for munitions begins with issue and continues until the item is expended, or relief from property responsibility is approved.

22.2. **Allocation:** The quantity of munitions approved by MAJCOM and Air Logistics Command (ALC) for use by the forecasting organization. The allocation is a fiscal year requirement, and may be more or less than the forecasted or authorized quantity. Balances are not carried forward to the next fiscal year.

22.3. **Ammunition:** A complete device charged with explosives, propellant, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition.

22.4. **Audit Trail:** A distinct, documented chain of events that shows all actions affecting accountability from time of issue to expenditure of munitions.

22.5. **Commander:** For the purpose of this instruction, references to the commander indicate the using organization commander. Squadron commanders do not delegate authority as specified herein.

22.6. **Condition Code:** Assets are assigned a specific condition code by certified munitions inspectors according to specific item technical orders.

22.7. **Consumption Issue:** An issue to an organization that must be consumed on the day of issue, or within a 15-day period from date of issue.

22.8. **Courtesy Storage:** Ammunition or explosives belonging to an organization and stored in the munitions storage area. Such storage must be in the best interest of the organization and the Air Force and is required for customers not having a licensed storage facility.

22.9. **Munitions Custodian:** The individual designated in writing by the unit commander to manage munitions for the organization. The custodian is responsible for properly accounting for munitions in accordance with applicable directives.

22.10. **Custody Issue:** Munitions issued to an organization's custody account for use at a later time. Munitions remain on accountable records until expended, turned in, or relief of accountability has been determined and inventory adjustment processed.

22.11. **Due-In-From-Maintenance (DIFM):** An issue normally processed for a time change item requiring a turn-in of the same quantity issued. Time change items must be installed within a 15-day period.

22.12. **Found on Base Turn-in (FOB):** Items turned into Munitions Flight that are currently NOT on stock records. This includes items that were consumption issued but not expended, items removed from, or left by transient aircraft, or confiscated military munitions.

22.13. **Frozen or Suspended Account:** Status of a munitions account where no transactions may take place. Accounts may be frozen or suspended when the MASO perceives the account is not being properly maintained or required documentation is not filed. The primary criteria are failure to comply with regulations or breach of accountability. Procedures outlined in AFI 21-201 will be followed by the MASO concerning freezing any munitions account. Accounts are temporarily frozen while the account is being inventoried, at which time CAS transactions cannot be processed. The account will remain frozen until the inventory is reconciled, and required documentation received.

22.14. **Local Purchase/Commercial Off-The-Shelf-Munitions:** Munitions purchased from commercial vendors or contractors after approval from the Non-Nuclear Munitions Safety Board.

22.15. **Lot Number:** Alphanumeric series of characters assigned to each munitions lot at the time of manufacture, assembly, or modification. For the purpose of safety and accountability, lot number integrity **MUST** be maintained at all times.

22.16. **Major Category Code of Non-Nuclear Munitions:** Code assigned during forecasting process that identifies the intended method of use for each item; i.e., category D assets are forecasted and allocated and are intended to be consumed.

22.17. **Munitions Accountable Systems Officer (MASO):** The individual, military or civilian, appointed in writing, to oversee the effective and efficient management of the base munitions stockpile and munitions (FV) stock record account.

22.18. **Munitions Scrap and Residue:** Material remaining after munitions item has had its explosive filler removed by either normal functioning or demilitarization. Demilitarization includes detonation, burning, and removal of explosives by chemical washout or other accepted means.

22.19. **Pecuniary Liability:** Liability incurred through command, supervisory, custodial, or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence. Financially responsible persons having command, supervisory, or custodial responsibility.

22.20. **Restricted or Suspended Munitions:** Items identified in T.O. 11A-1-1 as being restricted or suspended from issue or use. The MASO, or designated representative notifies organizations possessing these munitions and provides applicable instructions as directed by subject T.O.

23. Adopted Forms. AF Form 68, **Munitions Authorization Record**, AF Form 1768, **Staff Summary Sheet**, AF Form 1996, **Adjusted Stock Lends**, AF Form 2005, **Issue/Turn-in Request**, and AFTO Form 223, **Time Change Requirements Forecast**.

ALLARD R. CARNEY, Colonel, USAF
Director, Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFCAT 21-209, *Ground Munitions*

AFI 10-403, *Deployment Planning*

AFI 21-109, *Communication Security (COMSEC) Equipment Maintenance and Training*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosive Safety Standards*

T.O. 00-20-9, *Forecasting Replacement for Selected Calendar and Hourly Time Change Items*

T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*

T.O. 11A-1-10, *General Instructions Munitions Serviceability Procedures*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart`*

T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives.*

TAFBI 91-104, *Explosives, Firearms, and Hazardous Materials (HM) Transportation Program.*

MUNITIONS AUTHORIZATIONS RECORD

PREVIOUS EDITION IS OBSOLETE.

N NAME (<i>D EROS if applicable</i>)	NOTE 1	NOTE 2	RANK	SSAN	PHONE	SIGNATURE
EX: DOE, JANE F.	P	S	SrA	000-00-0000	4-2641	// signed //
JANE, HANK T.	A	TS	MSgt	000-00-0000	4-1234	// signed //
HANK, HERMIE P.	A	S	AIC	000-00-0000	4-1234	// signed //
					LAST ITEM	
					LAST ITEM	
1. Enter "P" if primary or "A" if an alternate supply point custody account custodian. Otherwise leave blank. 2. Enter members security clearance for those individuals authorized to sign for classified items, otherwise put N/A.						
IV. UNIT COMMANDER						
BRIEFING STATEMENT: I fully understand and recognize my responsibility to manage, control, store, protect, care and forecast for, and cost-effectively use munitions resources under my jurisdiction. I also understand my organization cannot use assets for other than their requested purpose. I realize that if this activity cannot provide adequate security and storage LAW DOD 5100.76-M, AFI 31-101 and AFMAN 91-201, consumption requests will be limited to the quantity, which will be consumed/installer on the date of issue. When adequate security and storage is available, I will ensure that ammunition issued to this organization is expended/installed or turned in within the time frame established at the time of issue. I further will ensure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without meeting the requirements of AFI 21-201. I have designated personnel authorized to receipt for classified items or information from the MASO by entering their security clearance in the designated block in Part III above. I will ensure personnel authorized to have access to classified munition items or information has a security clearance at appropriate level and the need-to-know. Personnel not authorized to receipt for classified are identified by N/A in this Block. I will also ensure personnel who perform munition related duties are subject to an investigation as set forth in DoD 5200.2-R.						
Prior to assumption of duties, and at least annually thereafter, I will personally make appointed personnel aware of their responsibilities. I will stress the importance of accurate recordkeeping, performing inventories at required intervals, the requirement to immediately report inventory adjustment gains and losses to the MASO, the turn-in of unaccounted for assets found on installations, and proper care, economical use and safeguarding munition resources. I will also make my personnel aware that they require prior approval from the installation Transportation Officer and myself to make organic/unit movement off the installation. I further will ensure that personnel who perform these functions are trained on the rules and regulations to move munition resources over the public highways.						
I understand that no single individual may be authorized to perform duties listed in both Part II and Part III above. I also understand that I must notify the MASO whenever an individual's authorization is withdrawn due to permanent change of station, extended temporary duty, or administrative action. I also understand relief from custodial responsibility is accomplished by: Documents or computer records showing turn-in or transfer of items to another custodian Approved reports of survey or certificates, schedules of collection, and other authorized documents Approved inventory adjustments or prescribed document to adjust gains and losses Approved reports that provide for disposition of or relief from responsibilities for items that have become unusable due to damage, loss, unauthorized expenditure or destruction.						
I have been personally briefed by the MASO on my responsibilities as stated above in accordance with AFI 21-201.						
SUPERSEDES PREVIOUS AUTHORIZATION RECORD DATE/REVALIDATED					DATE OF LAST AF FORM 68 IN YYYYMMDD FORMAT	
TYPE/PRINTED NAME, AND GRADE OF ORGANIZATION COMMANDER OR EQUIVALENT (<i>include DEROS, If applicable</i>) EX: JAMES W. WOOL, LT. COL, USAF COMMANDER, 77 FW			DUTY PHONE 4-8888		SIGNATURE OF ORGANIZATIONAL COMMANDER OR EQUIVALENT // signed //	
V. APPROVAL/DISAPPROVAL BY MASO						
TYPED/PRINTED NAME AND GRADE OF MUNITIONS ACCOUNTABLE SYSTEMS OFFICER LEAVE BLANK. DO NOT PUT ANY MARKINGS ON THIS BLOCK			SIGNATURE OF MUNITIONS ACCOUNTABLE SYSTEMS OFFICER LEAVE BLANK. DO NOT PUT ANY MARKINGS ON THIS BLOCK			

Attachment 3

EXPENDITURES

POSITIONBLOCKS

1-3	Transaction Code (TRIC) for Expenditures "MSI"	A	Typed or printed name and Signature of Certifying Official Identified in part II of AF Form 68, Date of signature, Telephone number
6-7	Blank	B	Blank for MASO Signature
8-22	National Stock Number	C	Blank
23-24	Unit of Issue	D	Lot Number Expended
25-29	Quantity Expended	E	"Certified Custody Expenditure",
30-43	Document Number the Assets Were Issued Under		Authorizing Directive Statement, Reason for Expenditure", and
44	Condition Code		Custodian's Signature
45-50	Leave Blank	F	Expenditure Number (Assigned by Custodian)
51-54	Blank	G-H	Blank
55-56	System Designator: 05	I	Category Code
57-66	Blank	J	Nomenclature
67-80	Leave Blank		

TRIC 1 2 3 4 5 6 7 M S I										DELIST EX 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										A. INCHECKER, NAME, DATE (TIN) // SIGNED // JOHN SMITH, SMSGT 4-2748 1 AUG 03 REQUEST, TIME & DATE (ISL)																				B. INSPECTOR, NAME-STAMP, DATE (TIN)																			
STOCK NUMBER 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 1 3 0 5 0 1 1 7 2 9 5 5 8										ADDN 23 24 25 26 27 28 29										QUANTITY 2 5										C.										DOCUMENT NUMBER 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 S 0 0 1 W C 2 3 5 4 0 0 0 1 A																			
Part Number										D. PART NUMBER/MCRR CODE OR NAME/REMARKS LOT TOW00H001-001										E. T.O. REFERENCE TECHNICAL PUBLICATION OR END-ITEM APPLICATION NEXT HIGHER ASSEMBLY CERTIFIED CUSTODY EXPENDITURE IAW AF CAT 21-209 FOR TRAINING // SIGNED // JANE DOE 4-4621										F. T.O. REC AND/OR REC MSI # 03-001																													
WORKORDER 45146147148149150										DELIST EX 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66										REQUEST 67 68 69 70 71 72 73 74 75 76 77 78 79 80										J. NOMENCLATURE CTG, 9MM BALL NATO																													
G. TIME & DATE OF DELIVERY										H. DELIVERY TIME										I. CAT "D"										J. NOMENCLATURE																													

Attachment 4**CUSTODY ISSUES**

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for Custody Issues "ISU"	A	Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of signature, Telephone number
4-7	Blank	B	MASO signs this Block
8-22	National Stock Number	C	Blank
23-24	Unit of Issue	D	Munitions Operations will complete
25-29	Quantity of Issue	E	Certified Custody Request and Authorizing Directive Statement and Reason for use
30	Activity Code S	F	Blank; for AFI 36-2217 Requirements, Enter Complete Round Weapon Code
31-35	Organization and Shop Code	G	<i>Requested</i> Date of Delivery, Routine Issues – Usually the following Tuesday after Receiving the Request;
36-50	Munitions Operations will complete	H	Blank
51-54	Blank	I	Cat Code
55-56	System Designator: 05	J	Nomenclature
57-59	Blank		
60-61	Priority Code (05)		
62-66	Blank		
67-80	Munitions Operations will complete		

ISSUE/TURN-IN REQUEST

TRIC			DEL DELT BX				A. IN-CHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																	
1 2 3			4 5 6 7				// SIGNED //																																
I S U							JOHN SMITH, SMSGT 4-2748 1 AUG 03																																
							REQUEST, TIME & DATE (ISU)																																
STOCK NUMBER										UNIT OF		QUANTITY					DOCUMENT NUMBER										IDNO												
MEN										NIN		ADON					ACT										SERNO												
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24										25 26 27 28 29		30 31 32 33 34 35 36 37 38 39 40 41 42 43 44																											
1 3 0 5 0 1 1 7 2 9 5 5 8										E A		1 2 5					S 0 0 1 W C																						
Part Number										E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																													
D. PART NUMBER/MGR CODE OR NAME/REMARKS										CERTIFIED CUSTODY REQUEST IAW AFCAT 21-209 FOR TRAINING																													
WORK ORDER										SHIP TO										MARK FOR										F. T.O. REC AND/OR EWC									
4 5 14 6 14 7 14 8 14 9 150										51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																													
										0 5										0 5																			
G. TIME & DATE OF DELIVERY										H. DELIVERY TIME										I. CAT "D"										J. NOMENCLATURE									
15 AUG 03																														CTG, 9MM BALL NATO									

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

Attachment 5

CONSUMPTION ISSUES

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for Consumption Issues "ISU"	A	Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of signature, Telephone number
4-7	Blank	B	MASO signs this Block
8-22	National Stock Number	C	Blank
23-24	Unit of Issue	D	Munitions Operations will complete
25-29	Quantity of issue	E	Certified Consumption Request, Authorizing Directive Statement and Reason for use
30	Activity Code R	F	Blank
31-35	Organization and Shop Code	G	<i>Requested</i> Time and Date of Delivery, Routine Issues - Usually the following Tuesday after Receiving the Request
36-50	Munitions Operations will complete	H	Blank
51-54	Blank	I	Category Code
55-56	System Designator: 05	J	Nomenclature
57-59	Blank		
60-61	Priority Code (05)		
62-66	Blank		
67-80	Munitions Operations will complete		

ISSUE/TURN-IN REQUEST

Attachment 6**DUE-IN-FROM-MAINTENANCE ISSUES (TIME-CHANGE ITEMS)**

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for Time Change Issues "ISU"	A	Typed or printed name and Signature of Certifying Official Identified in Part II of AF Form 68, Date of signature, Telephone number
4-7	Blank	B	MASO signs this Block
8-22	National Stock Number, Including Suffix	C	Need Date, and Initials of Munitions Operations Personnel
23-24	Unit of Issue	D	Part # and Fighter Squadron
25-29	Quantity of Issue	E	Certified Consumption Request for Time-Change, Applicable T.O. Statement and Reason for use
30	Activity Code R	F	Work unit code
31-35	Organization and Shop Code	I	Cat Code
36-50	Munitions Operations will complete	J	Nomenclature
51-54	Blank		
55-56	System Designator: 05		
57-59	Blank		
60-61	Priority Code (02 or 05)		
62-66	Blank		
67-80	Aircraft Tail# or Chute# or Kit#		

ISSUE/TURN-IN REQUEST

TRIC			DEL. ORY. 1 TOTAL ECH. 2				A. INCHECKER, NAME, DATE (TIN)				B. INSPECTOR, NAME- STAMP, DATE (TIN)																																	
1 2 3			4 5 6 7				// SIGNED //																																					
I S U							JOHN SMITH MSGT 42748 1 AUG 03																																					
							REQUEST, TIME & DATE (ISU)																																					
MEN			STOCK NUMBER																UNIT OF ISSUE		QUANTITY		C.		DOCUMENT NUMBER																IDNO			
8 9 10 11			12 13 14 15 16 17 18 19 20 21 22 23 24																25 26 27 28 29				30 31 32 33 34 35 36 37 38 39 40 41 42 43 44																					
1 3 7 7			0 1 3 2 2 6 3 3 4																E S E A		1 0				R 0 0 1 W C																			
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			D. PART NUMBER/INGFR CODE OR NAME/REMARKS																						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																			
																									CERTIFIED CONSUMPTION ISSUE FOR TIME CHANGE IAW TO 11P7-22-7																			
WORK ORDER			TEX. OR. Pkg				S.D.				PROJECT				PR				REDEL. DT				UIC				MARK FOR																F. T.O. REC AND/OR EPC	
SHIP TO			51 52 53				54 55 56 57 58 59				60 61				62 63 64				65 66				DOCUMENT NUMBER																POST/POST					
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																							A 3 1 5 2																					
G. TIME & DATE OF DELIVERY			H. DELIVERY TIME				I.				J. NOMENCLATURE																																	
14 AUG 03							CAT "S"				MOTAR CART																																	

Attachment 7

CUSTODY TURN-INS

POSITION**BLOCKS**

1-3	Transaction Code (TRIC) for Custody Turn-ins "TIN"	A	Inchecker (Munitions Personnel) Relieving Custodian of Responsibility
4-7	Blank	B	A Munitions Inspector Signs This Block once Turn-in is Complete
8-22	National Stock Number	C	Blank
23-24	Unit of Issue	D	Lot Number of Item Being Turned In
25-29	Quantity Turned in	E	Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
30	Activity Code S	F	Blank
31-43	Document Number that item was issued on.	I	Category Code
44	Blank	J	Nomenclature
45-50	Leave Blank		
51-54	Blank		
55-56	System Designator: 05		
57-66	Blank		
67-80	Leave Blank		

TRIC: 1 2 3 4 5 6 7 TIN															A. INCHECKER NAME, DATE (TIN)															B. INSPECTOR NAME-STAMP, DATE (TIN)																																																																																																								
REQUEST, TIME & DATE (ISL)															STOCK NUMBER															QUANTITY															C.															DOCUMENT NUMBER															SERNO.															DMO																																												
MEN: 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24															ADDN: 25 26 27 28 29															UNIT OF: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															ACT: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															ORG: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															SHOP: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															DATE: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															SERNO.: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															DMO: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44														
1 3 0 5 0 1 1 7 2 9 5 5 8															E A															1 0															S 0 0 1 W C 3 2 1 5 0 0 0 1 A																																																																																									
Part Number															D. PART NUMBER MGR CODE OR NAME/REMARKS LOT # WCC00C001-001															E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION NEXT HIGHER ASSEMBLY																																																																																																								
WORKORDER: 45 46 47 48 49 50															SHIP TO: 51 52 53															TEXT ON TAG: 54 55 56 57 58 59 60 61															PROJECT: 62 63 64															REC DEL DT: 65 66															UIC: 67 68 69 70 71 72 73 74 75 76 77 78 79 80															DOCUMENT NUMBER: 67 68 69 70 71 72 73 74 75 76 77 78 79 80															POST POST: 67 68 69 70 71 72 73 74 75 76 77 78 79 80															F. T.O. REC AND/OR REC														
G. TIME & DATE OF DELIVERY															H. DELIVERY TIME															I. CAT "C"															J. NOMENCLATURE CTG, 9MM BALL NATO																																																																																									

DUE-IN-FROM-MAINTENANCE TURN-IN (TIME-CHANGE ITEMS)

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for Time-Change Turn-in (DIFM) “TIN”	A	Inchecker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
4-7	Blank	B	A Munitions Inspector Signs This Block once Turn-in is Complete
8-22	National Stock Number, Including Suffix	C	Blank
23-24	Unit of Issue	D	Lot #
25-29	Quantity of Issue	E	Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
30-43	Custodian fills in	F	DIFM
51-54	Blank	I	Cat Code “S”
55-56	System Designator: 05	J	Nomenclature
57-59	Blank		
60-61	Blank		
62-66	Blank		
67-80	Blank		

[illegible]

EXPENDITURE TURN-IN

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for Expenditure Turn-in	A	Inchecker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
4-7	Blank	B	A Munitions Inspector signs this Block Once Turn-in Complete
8-22	National Stock Number, Including Suffix	C	Initials of Munitions Operations Personnel
23-24	Unit of Issue	D	Lot Number of Item Being Turned in
25-29	Quantity Turned in	E	Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
30-43	Document Number	F-H	Blank
44-54	Blank	I	Category Code
55-56	System Designator: 05	J	Nomenclature
57-59	Blank		
60-61	Blank		
62-80	Blank		

A. INSPECTOR, NAME, DATE (TIN) T I N REQUEST, TIME & DATE (US)																								B. INSPECTOR, NAME-STAMP, DATE (TIN)																							
STOCK NUMBER MEN MIN ACORN 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 1 3 7 0 0 0 3 0 9 5 0 2 8 Part Number																								UNIT OF ISSUE 23 24 25 26 27 28 29 E A 5				QUANTITY 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 R 0 0 1 W C 3 3 3 1 0 0 0 1 A				DOCUMENT NUMBER ACT ORB SHIP DATE SER NO 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44															
D. PART NUMBER MGMT CODE OR NAME/REMARKS LOT # WWW00C001-001																								E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION NEXT HIGHER ASSEMBLY																							
G. TIME & DATE OF DELIVERY WORK ORDER SHIPTO 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																								H. DELIVERY TIME 0 5				I. CAT "S" CAT "S"				J. NOMENCLATURE FLARE, MK 13 MOD 0				F. TO, RC AND/OR EPC											

Attachment 10

FOUND ON BASE (FOB) TURN-INS

<u>POSITION</u>		<u>BLOCKS</u>	
1-3	Transaction Code (TRIC) for FOB Turn-ins	A	Inchecker Signs (Munitions Personnel Fill In) Relieving Custodian of Responsibility
4-7	Blank	B	A Munitions Inspector signs this Block Once Turn-in Complete
8-22	National Stock Number	C	Blank
23-24	Unit of Issue	D	Lot Number, If Known
25-29	Quantity Turned in	E	Blank/Serviceable/Unserviceable Statement and Applicable T.O. or Regulation (Munitions Inspector Fills in)
30-43	Transaction Number, Assigned by CAS-B When Turn in is Completed (Munitions Inspector Fill In)	F	FOB Statement: Example 1 – Items Found Outside a Licensed Facility; Who Found Items, 56 CES/SSgt John Q. Doe; Where Item Was Found, Parking Lot of Bldg 1242; and Other Information that May Help Explain Where the Items Came From. Example 2 - Left by Transient Aircraft, Aircraft Tail Number, Organization and Shop Code, and Name of Individual Turning in Items. Note: Attach a statement to the turn in document if additional space is needed for information.
44	Munitions Inspector will Complete	G-I	Blank
45-54	Blank	J	Nomenclature
55-56	System Designator: 05		
57-80	Blank		

ISSUE/TURN-IN REQUEST

TRIC		DEL. SERV. TO THE ROYAL CANADIAN MOUNTED POLICE		A. INSPECTOR, NAME, DATE (TIN)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																																																																																																							
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G. TIME & DATE OF DELIVERY														H. DELIVERY TIME														I.														J. NOMENCLATURE																																																																																																															
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AF FORM 2005, 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED.

Attachment 11

OUT-OF-CYCLE REQUEST FOR EXPLOSIVE TIME CHANGE ITEMS (SAMPLE)

DEPARTMENT OF THE AIR FORCE
60 AIR MOBILITY WING
TRAVIS AIR FORCE BASE, CALIFORNIA 94535 (AMC)

(date)

MEMORANDUM FOR 60 MXG/CC

FROM: *(Unit/Office Symbol)*

SUBJECT: Request for Explosive Time Change Items / Emergency Issue
(Use the appropriate subject title, should be one or the other)

1. Request that the following item(s) be issued on *(date)*:

<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>	<u>PART #</u>	<u>QTY</u>
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2. Reason for replacement of Explosive Time Change Item(s):

3. *(Point of contact and phone number).*

Originator

(date)

1st Ind, 60 MXG/CD

MEMORANDUM FOR 60 EMS/MXMW

Approved/Disapproved

(Name)

Group Commander

(or designated representative)

Attachment 12**COURTESY STORAGE AGREEMENT (SAMPLE)****DEPARTMENT OF THE AIR FORCE****(Unit Letterhead)**

Date

MEMORANDUM FOR MUNITIONS ACCOUNT# _____

FROM: 60 EMS/MXMW

150 Ellis Drive, Bldg. 759

Travis AFB, CA 94535-2503

SUBJECT: Munitions Courtesy Storage Agreement

1. This courtesy storage agreement is established by the 60th EMS, Munitions Flight, to provide storage and security for the Munitions account identified.

2. The following responsibilities apply to both parties involved:

a. Munitions Custodian:

- (1) Is ultimately accountable for all assets issued to his/her account.
- (2) Is responsible for conducting all required inventories
- (3) Notifies the Munitions Flight when access to courtesy stored munitions is required. (Notice will be at least 2 duty days, except in emergency situations).
- (4) Must be present when requested by the Munitions Flight for any transactions that affect courtesy stored assets.
- (5) Renews this agreement at least annually or whenever changes occur.
- (6) Provide detailed list of all Munitions Items to be courtesy stored to 60 EMS Munitions Flight * note: only DOD stock listed items are to be stored in USAF facilities
- (7) Acknowledge, only individuals listed on AF Form 68 will be granted access to courtesy storage

- (8) Ensure assets offered for courtesy storage are properly marked and packaged IAW applicable AFI's, MILSTD etc.
- (9) Responsible to perform any Stockpile Survey Inspection/maintenance if needed
- (10) Acknowledges storage structures are for munitions items only, excess Dunnage, banding, packing materials are NOT authorized in structures.

b. The Munitions Flight:

- (1) Will provide safe and secure storage for all courtesy stored munitions.
 - (2) Will provide escorts as required to access customer's munitions.
 - (3) Will not release customer's munitions to unauthorized personnel. Only primary and alternate custodians identified on the current AF Form 68 are authorized access to courtesy stored munitions.
 - (4) Will notify the munitions Customer whenever transactions that affect account balances of courtesy stored munitions occur.
 - (5). Will monitor structure/assets for compliance IAW applicable Air Force Instructions, directives etc.
 - (6). Any circumstances not listed above will be handled on a case-by-case basis IAW applicable AFI's, etc. Violations of above listed conditions are grounds for revoking courtesy storage privileges.
3. This agreement is entered with the understanding that it does not obligate the Munitions Flight to continue providing courtesy storage for an indefinite period.
4. This agreement supercedes all previous, same subject

Munitions Accountable Systems Officer

1st Ind,
Munitions Custodian

I have read this agreement and will brief all alternate custodians of their duties and responsibilities.
My signature indicates full understanding of responsibilities.

This agreement will expire on: _____

Custodian, signature and date

Custodian Printed name